

Appendix D

Orders and Reports

Orders are written or oral communications directing action. They are based on plans or the receipt of a new mission. Use reports extensively to provide information to higher, lower, and adjacent commands. Although there are many, this appendix is limited to combat orders and reports. Refer to *FM 101-5* for more information about orders.

ORDERS

D-1. Combat orders pertain to strategic, operational, or tactical operations and their service support. The combat orders used by MP are WOs, OPORDs, and FRAGOs.

WARNING ORDERS

D-2. Refer to *FM 101-5* for an example of a WO. WOs provide advance notice of an action so that MP can use available time for preparations, and they—

- Are issued at each level down to the squad.
- Are issued to subordinates in as much detail as possible.
- Are issued as brief, oral, or written messages.
- Are a part of planning the use of available time. WOs should be kept simple.
- Describe the operation and the preparations to be made before the OPORD is issued.

- Include the situation, the mission, special instructions, and the time and place for issuing the OPORD.

OPERATION ORDERS

D-3. OPORDs coordinate actions to carry out the commander's plan for an operation, and they—

- Explain how leaders at different levels want the operation conducted. To ensure that maneuver and other non-MP units carry out actions or provide a form of support that MP plans and operations depend on, state the required actions or support in the coordinating instructions paragraph of the division and brigade OPORDs.
- Have a great impact on how subordinate leaders employ units and perform missions. For example, the MP platoon leader's latitude to employ the unit could be restricted, based on how the company commander wants the operation conducted.
- May be written, oral, graphic (such as traces and overlays), or a combination of these forms.
- Are usually written when prepared at company level and above.
- Have a standardized system of designating days and hours in relation to an operation or an exercise.
- Follow a prescribed written format, that contains a classification, heading, body, and ending.
- Have a prescribed five-paragraph format for the body of the order, which includes the following:
 - Situation.
 - Mission.
 - Execution.
 - Service support.
 - Command and signal.

D-2 Orders and Reports

D-4. The risk management process is greatly enhanced by incorporating the risk assessment into the OPORD. The commander integrates risk management into the order, rather than treating it as an afterthought. Leaders at all echelons assess the effectiveness of their units by reviewing how well hazards are identified and risk controls are specified in oral and written orders. Refer to *Figure D-1, pages D-5 through D-10*, for an example of an OPORD format. (Refer to *FM 101-5, Appendix H*, for further discussion of an OPORD.)

D-5. FRAGOs issue supplemental instructions to a current OPORD or OPLAN while the operation is in progress, and they–

- Contain missions of immediate concern to subordinate units.
- May be either written or oral.
- Provide brief, specific, and timely information without loss of clarity.
- Have no prescribed format. Prevent confusion OPORD.
- May be issued to change an OPORD that has already been issued. As such, only those items from the original OPORD that have changed are included in the FRAGO, as long as clarity is not sacrificed.

STANDING OPERATING PROCEDURES

D-6. SOPs prescribe routine methods to be followed in operations, and they–

- Supplement other combat orders.
- Reduce the number, length, and frequency of other orders. Because the SOP is a standing order, do not repeat the information contained therein in other orders unless emphasis is desired.

- Have no prescribed format. However, ensure that the subordinate unit SOPs follows the format of the next higher HQ SOP if possible.
- Prescribe actions of a recurring nature that lend themselves to definite or standardized procedures. Examples include the following items:
 - Troop safety matters
 - Methods of reporting unit locations.
 - Measures for handling captured personnel or equipment
 - Distribution of supplies.
 - Standard communication procedures for exercising C².
 - Other items that lend themselves to standardization.

NOTE: These items are generally the constants in what is otherwise a frequently changing set of circumstances.

REPORTS

MP contribute to the commander's situational awareness by providing timely information to higher HQ. They collect and report information in the form of administrative, operational, or intelligence reports. These reports ensure that the commander receives continuous current information. *Tables D-1 through D-3, pages D-11 through D-18, are examples of reports used by MP when conducting CS operations. Refer to FM 101-5-2 for a complete listing of the standardized Army report and message formats.*

number (and country or geographic area, if required), sheet number, name, edition, and scale, if required. Datum is the mathematical model of the earth used to calculate the coordinates on any map. Different nations use different datums for printing coordinates on their maps. Reference the datum in the marginal information of each map.

Time Zone Used Throughout the Order: The time zone used throughout the order (including annexes and appendices) is the time zone applicable to the operation. Operations across several time zones use Z time.

Task Organization: Describe the allocation of forces to support the commander's concept. Show task organization in one of two places: preceding paragraph one or in an annex, if the task organization is long and complicated.

OPORD _____ - _____
(Number) (Issuing HQ)

(Place this information at the top of the second and any subsequent pages of the OPORD.)

1. **SITUATION.**

a. **Enemy Forces.** Express this information down to two enemy echelons below yours (for example, battalions address platoons or companies address squads). Describe the enemy's most likely and most dangerous COA. When possible, provide a sketch of the enemy COA in lieu of verbiage (Appendix ___ [sketch] to Annex ___ [title]). Include an assessment of terrorist activities directed against US government interests in the AOs. Reference more sources using the final subparagraph to refer the reader to the documentation.

b. **Friendly Forces.** Include the mission, the commander's intent, and the concept of operations for HQ one and two levels up. Subparagraphs state the missions of the flank units (left, right, front, and rear) and other units whose actions would have a significant bearing on the issuing HQ.

c. **Attachments and Detachments.** State when, and for how long, units are attached or detached to the operation. Do not repeat information already listed under task organization or in a task organization annex. State "See Annex ___ (title)" here if a task organization annex is necessary.

Figure D-1. OPORD Format (Continued)

2. **MISSION.** State the mission derived during the planning process. This statement describes the task and purpose of the operation and clearly indicates the action to be taken and its reason. There are no subparagraphs in a mission statement. The mission statement covers on-order missions.

3. **EXECUTION.**

Intent: State the commander's intent derived during the planning process. It is a clear, concise statement of what the force must do to succeed with respect to the enemy and the terrain. It provides the link between the mission and the concept of the operation, which provides the basis for subordinate initiative and decentralized mission execution. Always include the desired end state.

a. **Concept of Operations.** The concept of operations may be a single paragraph or divided into two or more subparagraphs. It is based on the COA statement from the decision-making process and, at a minimum, should address close, deep, rear, and security operations as well as designating the main effort. The commander uses this subparagraph when he feels he must supply enough detail to ensure appropriate action by subordinates in the absence of additional communications or further instructions. When an operation involves two or more clearly distinct and separate phases, the concept of operations may be prepared in subparagraphs describing each phase. Ensure that the concept statement is concise and understandable. The concept describes the following:

- The employment of maneuver elements in a scheme of maneuver.
- A plan of fire support or *scheme of fires* supporting the maneuver with fires.
- The integration of other major elements or systems within the operation, including reconnaissance and security elements, intelligence assets, engineer assets, and air defense.

NOTE: Depending on what the commander considers appropriate, the level of command, and the complexity of any given operation, the following subparagraphs are examples of what may be included within the concept of operations:

(1) **Maneuver.** State the scheme of maneuver derived during the planning process. Ensure that this paragraph is consistent with the operation overlay. Ensure that this paragraph and the operation overlay is

Figure D-1. OPORD Format (Continued)

complementary and adds to the clarity of, rather than duplicating, each other. Do not duplicate information to be incorporated into the unit subparagraphs and coordinating instructions.

(2) **Fires.** State the scheme of fires to support the concept, and include priorities of and restrictions for fire support.

(3) **Reconnaissance and Surveillance.** Specify the reconnaissance and surveillance (R&S) plan and explain how it ties in with the basic concept of operations.

(4) **Engineer.** Clarify the scheme of engineer support to the plan, paying particular attention to the integration of engineer assets and obstacles, including the priorities of effort.

(5) **Air Defense.** State the overall concept of air defense in support of the scheme of maneuver if necessary.

(6) **Information Operations.** State the overall concept of information operations in support of the scheme of maneuver. Refer to the appropriate annexes if necessary.

NOTE: Units required to accomplish specific tasks for information operations and R&S are specified in the appropriate subparagraphs of 3b (tasks to maneuver [subordinate] units).

b. **Tasks to Maneuver (Subordinate) Units.** Clearly state the missions or tasks for each maneuver (or subordinate element) unit that reports directly to the HQ issuing the order. List the units in the same sequence as in the task organization, including attachments. Use a separate subparagraph for each subordinate element. State the tasks that are necessary for comprehension, clarity, and emphasis. Place tactical tasks that commonly affect two or more elements in subparagraph 3c (coordinating instructions).

c. **Coordinating Instructions.** List only those instructions applicable to two or more units (subordinate elements) and not routinely covered in unit SOPs. This is always the last subparagraph in paragraph 3.

NOTE: The following are examples of subparagraphs that are generally included as coordinating instructions. Subparagraphs 1 through 5 below are mandatory.

Figure D-1. OPORD Format (Continued)

(1) Time or condition when an order becomes effective.

(2) CCIR.

(a) Priority intelligence requirements (PIR).

(b) Essential elements of friendly information (EEFI).

(c) Friendly force information requirements (FFIR).

(3) Risk-reduction control measures may include such items as MOPP, operational exposure guidance, vehicle recognition signals, and fratricide prevention.

(4) ROE. When lengthy and complicated, include ROE as a separate annex.

(5) Environmental considerations.

(6) Force protection.

(7) Any additional coordinating instructions.

4. **SERVICE SUPPORT.** Address service support in the areas shown below as needed to clarify the service support concept. Refer to any annexes, where necessary. Subparagraphs can include the following:

a. **Support Concept.** State the concept of logistics support necessary to support the operation. Include the concept for—

- Support HQ or support area locations, including locations of logistical bases if not clearly conveyed in the overlay.
- Commander's support priorities.
- HN support.
- Any significant sustainment risks.
- Unique support requirements in the functional areas of manning, arming, fueling, fixing, moving, and sustaining the soldier and the systems.

b. **Materiel and Services.**

c. **Medical Evacuation and Hospitalization.** At a minimum, include frequencies, call signs, and locations of medical support facilities and units, as well as the plan for casualty evacuation (CASEVAC).

d. **Personnel Support.**

e. **EPW.**

f. **Transportation.**

Figure D-1. OPORD Format (Continued)

5. COMMAND AND SIGNAL.

a. **Command.** State the map coordinates for the CP locations and potential future locations for each echelon CP applicable to the operation. Identify the chain of command if not clearly addressed in unit SOPs.

b. **Signal.** List signal instructions not specified in unit SOPs; and identify the specific SOI addition in effect, required reports and formats, and the times the reports are submitted. List primary and alternate means of communications, as well as pyrotechnic signals and their meanings.

Acknowledge: Include instructions for the acknowledgement of the order by addressees. The word *acknowledge* may suffice or a message reference number. Acknowledgement of an order means that it has been received and understood.

Commander's last name
Rank

The commander or his authorized representative signs the original copy. If the representative signs the original, add the phrase "For the Commander." The signed copy is the historical copy and remains in the HQ files. It is always designated "Copy 1 of _____ copies."

OFFICIAL:

(Authentication) Use only when applicable. If the commander signs the original, no further authentication is required. If the commander does not sign, authorization is required by the signature of the preparing officer or individual and only the last name and rank of the commander appear in the signature block.

Annexes: List annexes by letter and title and in the sequence by which they were referenced in the order.

Distribution: Furnish distribution copies either for action or for information. List in detail those who are to receive the order. If extremely lengthy, refer to an annex containing the distribution list or to a standard distribution list or SOP.

(Classification)

Place the classification at the top and bottom of every page of the OPORD.

Figure D-1. OPORD Format (Continued)

Table D-1. Administrative Reports

Types	Who	What	When	Where	How	Content
Casualty	The unit or the section with casualties	The number of dead, wounded, or sick	Upon experiencing casualties or as required by the SOP or HQ	Higher HQ	By the most secure means and encoded if by insecure radio	DA Form 1156 or per SOP
Personnel	Submitted at company level and higher (input is needed from the squad or section)	Personnel strength accounting and status	Daily	Higher HQ	DA Form 5367-R	DA Form 5367-R
Periodic logistic	Submitted at company level and higher (input is needed from the squad or the section)	Supported strength and status of critical supplies	As supplies become depleted or as required by the SOP	Higher HQ	By the most secure means and encoded if by insecure radio	<ul style="list-style-type: none"> • Logistical situation • Supply • Maintenance • Transportation • Service

Table D-1. Administrative Reports (Continued)

Type	Who	What	When	Where	How	Content
Journal	Units or sections operating independent of the parent organization	Events about a unit or section during a given or specified period	As events occur over the given or specified period	Maintained locally (provide to higher HQ on request)	DA Form 1594	<p>DA Form 1594</p> <ul style="list-style-type: none"> • Item • Time • Incident, message, or order • Action taken • Initials
Closing	The unit leader	Notice of change of the location	Upon arrival at the new site	Higher HQ	Secure the radio	<ul style="list-style-type: none"> • Unit • Date and time • CP location • Vehicles and radios • Personnel and weapons

Table D-2. Operational Reports

Type	Who	What	When	Where	How	Content
Situation and status	Commander or leader closest to the situation	Tactical situation or status	Immediately after a significant event or as specified	Higher HQ.	By the most secure means and encoded if by unsecured radio	<ul style="list-style-type: none"> • Enemy • Own situation • CS • General • Commander's evaluation
Force tracking (diversion, holding, or passing)	Designated TCP and mounted patrols	Unit movement along the MSR	As requested or designated in the SOP	Local movement control unit	Secure voice or encoded	Division transportation office (DTO) or the Provost Marshal Office (PMO) adopted SOP format
Offense	TCP and mounted patrols	Violation of MSR regulations	When tasked to conduct MMS and MSR regulations are in force	Through military channels to the driver's commander	Written report. (refer to <i>FMs 55-10</i> and <i>101-5</i>)	<ul style="list-style-type: none"> • Date • Driver's name • Name of vehicle commander • Particulars of the offense observed

Table D-2. Operational Reports (Continued)

Type	Who	What	When	Where	How	Content
EPW	Platoon, squad, and team operating the collecting points	The number of EPWs collected and evacuated	As required	Higher HQ	By the most secure means and encoded if by unsecured radio	Per SOP
Intention of laying a minefield	Platoon, squad, or team leader preparing to lay the minefield	Tactical objectives and characteristics of the minefield	Before emplacing the mines	Higher HQ	Written or by a secure radio (refer to FM 20-32)	<ul style="list-style-type: none"> • Purpose of the minefield • Estimated number and type • Location • Proposed start and completion times
Initiation of laying a minefield	Platoon, squad, or team leader of the force laying the minefield	Emplacement of the mine	When emplacement begin	Higher HQ (mandatory)	Written or by a secure radio (refer to FM 20-32)	<ul style="list-style-type: none"> • Time begun • Location and target number

Table D-2. Operational Reports (Continued)

Type	Who	What	When	Where	How	Content
Completion of laying a minefield	Platoon, squad, or team leader of the force laying the minefield	Completion of the minefield	Upon completion of the minefield	Higher HQ	Written or by a secure radio (refer to <i>FM 20-32</i>)	<ul style="list-style-type: none"> Field is complete and functional (expedite the report and follow up with a hasty protective minefield report)

Table D-3. Intelligence Reports

Type	Who	What	When	Where	How	Content
Spot	Unit, section, or individual observing the enemy (all the echelons)	Enemy activity and area information of immediate value	Upon contact or as requested	Higher HQ	By the quickest means and encoded if by unsecured radio	<ul style="list-style-type: none"> Reporting unit Date and time of the event Location and grid coordinates (encoded) Event (SALUTE) Original source Remarks

Table D-3. Intelligence Reports (Continued)

Type	Who	What	When	Where	How	Content
Meaconing, intrusion, jamming, interference (MIJI)	Soldier experiencing electronic warfare	Correct report according to the type of interference	As soon as possible after the incident	Through signal channels to the higher HQ.	SOI defines the report and how to prepare it	<ul style="list-style-type: none"> • Type of report • Frequency or channel affected • Victim designation and call sign • Type of emission or audio characteristics • Coordinates of the affected station
NBC 1	Observer	Observation concerning suspected NBC attacks and resulting hazardous areas	Upon observing a suspected enemy NBC attack	Higher HQ.	Secure radio	<ul style="list-style-type: none"> • Observer's location • Direction from the observer • Date-time group (DTG) of the attack • Type of burst

Table D-3. Intelligence Reports (Continued)

Type	Who	What	When	Where	How	Content
NBC 4	Element in contact with radiation	Radiation dose rates	Upon contact with radiological contamination or as directed	To higher HQ	Secure radio	<ul style="list-style-type: none"> • Location • Dose rate • DTG of the measurement
Patrol	Patrol leader	Pertinent information pertaining to the patrol's activity	Upon completion of the patrol	To higher HQ	Written	<ul style="list-style-type: none"> • Designation of the patrol • Maps • Terrain • Enemy • Results of encounters with the enemy • Condition of the patrol
Enemy minefield location	Soldiers encountering an enemy minefield	Characteristics of the minefield	Upon locating a minefield	To higher HQ	Secure radio (refer to FM 20-32)	<ul style="list-style-type: none"> • Type of minefield • Location and depth • Enemy weapons or surveillance • Routes for bypassing • Coordinates of lane entry and exit • Width of lanes, in meters

Table D-3. Intelligence Reports (Continued)

Type	Who	What	When	Where	How	Content
SALUTE	Observer	Enemy activity; for example, convoy, patrol vehicles, and aircraft	Upon encountering the enemy's activity	Higher HQ	By the most secure means and encoded if by unsecure radio (refer to FM 101-5)	<ul style="list-style-type: none"> • Map sheet designation • Date and time information collected • Coordinates of minefield boundaries • Estimated time to clear the minefield • Estimated material and equipment required to clear the minefield • Other, such as the type of the mine, new mines, or booby traps <p>S - Size A - Activity L - Location U - Unit T - Time E - Equipment</p>